



FY2023 Financial Services and General Government Appropriations Community Project Funding Request Submission Guidance Document

Please review this document prior to submitting your Community Project Funding (CPF) request form. You must submit answers to each question below and provide required documentation for your CPF request to be considered. Also, please be sure to carefully review the additional guidance provided (located at the end of the document) about CPF funding eligibility within the FY23 Financial Services and General Government bill.

The CPF submission form can be found [here](#).

Due Date: 12 PM (Noon) on April 14, 2022

Note: Only non-profit entities, public institutions, and state and local government entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. Submissions must include proof of community support (see examples below).

The Subcommittee will only accept legally eligible requests under the following accounts:

- General Services Administration, Federal Buildings Fund - New Construction, Major Repairs and Alterations, and Basic Repairs Accounts
- National Archives and Records Administration, National Historical Publications and Records Commission
- Small Business Administration, Small Business Initiatives

If you have questions about the appropriations project review process, please contact NC04CommunityProjects@mail.house.gov to discuss.

Required Application Questions

Entity Requesting Funds *(Please provide the legal name of the organization that would be receiving the funds. Please do not include abbreviations, acronyms, or use a "The" before the recipient name):*

If a non-profit, please provide documentation that the organization is registered as a 501(c)(3) under the Internal Revenue Code of 1986.

Primary Point of Contact (name, email, phone number, organization address):

Project Location, if different from organization location:

Project Priority (if requestor is submitting more than 1 project):

Short description of the project to appear in the report:

Requested Amount:

Has this project been submitted to any other Members of Congress? If so, which Member(s) and who is the staff point-of-contact:

Complete Description of Project, including purpose and benefits provided by the Community Project (limit 1000 characters, including spaces):

Please provide proof of Community Support. All submissions may include but are not limited to:

- Letters of support from elected community leaders;
- Press articles highlighting the need for the requested community project funding;
- Support from newspaper editorial boards;
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents;
- Resolutions passed by city councils or boards; and/or
- Other compelling evidence of community support.

Supplemental Questions for General Services Administration CPF Requests

1. Does the public have access to the building the project will be completed in?
2. Can this project be executed by a small business?
3. Does this request augment an existing Basic Repairs project?
4. Has a Major Alteration and Repairs project been completed at this site in the last three years?

Supplemental Questions for National Archives and Records Administration CPF Requests

1. How will this project directly help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records?
2. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.
3. Are there matching funds associated with the requested funds? If yes, please list the source(s) and amount(s).
4. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.
5. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity?
6. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.
7. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.
8. Is this a capital project or will any funds support operating costs?
9. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?
10. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?
11. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.
12. Has the organization received funding from the National Archives and Records Administration in the past 5 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.

Supplemental Questions for Small Business Administration CPF Requests

1. How will this project directly benefit small businesses and/or entrepreneurs at the local, regional, and/or national level?
2. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.
3. Are there matching funds associated with the requested funds? If yes, please list the source(s) and amount(s).
4. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.
5. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity? {yes/no}
6. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.
7. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.
8. Is the project a capital project or will the funds support operating costs?
9. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?
10. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?
11. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.
12. Has the organization received funding from the Small Business Administration in the past 3 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.

Additional Guidance on Community Project Funding Eligibility

Before completing your CPF Submission form, please carefully review the below additional guidance on Community Project Funding requests for eligible accounts within the FY23 Financial Services and General Government bill.

All community project requests must meet all applicable eligibility requirements for the program in which the request is made. Although programmatic or language requests may be made for any account, only the following accounts in the FSGG appropriations bill will be open for community project requests:

General Services Administration, Federal Buildings Fund - New Construction, Major Repairs and Alterations and Basic Repairs Accounts:

Projects are limited to line items in the GSA Federal Buildings Fund requested by the Administration in either the FY22 or FY23 budget request. This account was not eligible for community project funding in the House in FY22 but was eligible for community project funding in the Senate.

National Archives and Records Administration, National Historical Publications and Records Commission:

Projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. Generally, projects should comply with the eligibility requirements for existing National Historical Publications and Records Commission grants programs as specified at <https://www.archives.gov/nhprc/apply/eligibility.html>. This account was not eligible for community project funding in the House in FY22 but was eligible for equivalent funding in the Senate.

Small Business Administration, Small Business Initiatives:

Projects in support of small businesses, including but not limited to entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities.